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# **Vehicle Inventory Database**

User's Manual

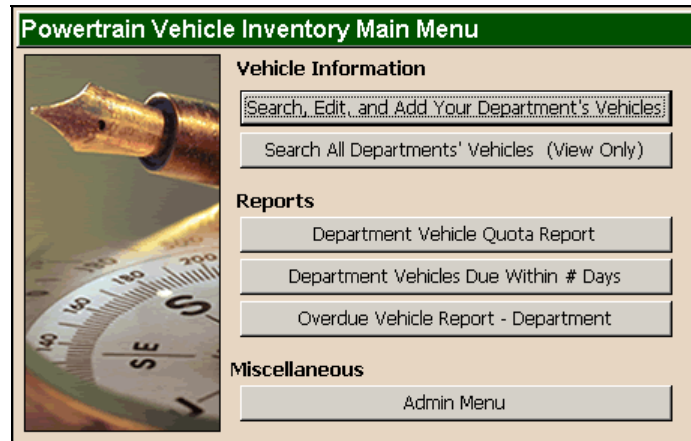
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## Basic Navigation

### Main Menu

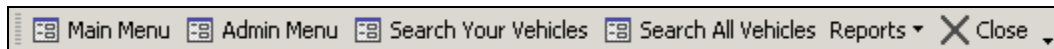
When the database is first opened, the main menu will appear.



All database activities can be done via selections from the Main Menu.

### Navigation Toolbar

All of the screens available from the Main Menu can also be accessed at any time from the Navigation Toolbar at the top of all the screens.



### Vehicle Information Forms

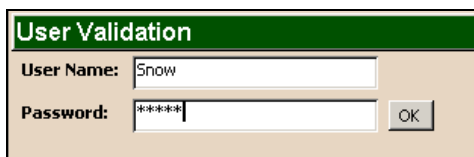
#### Finding Vehicles Assigned to Your Department

1. From the Main Menu, select "Search, Edit, and Add Your Department's Vehicles."



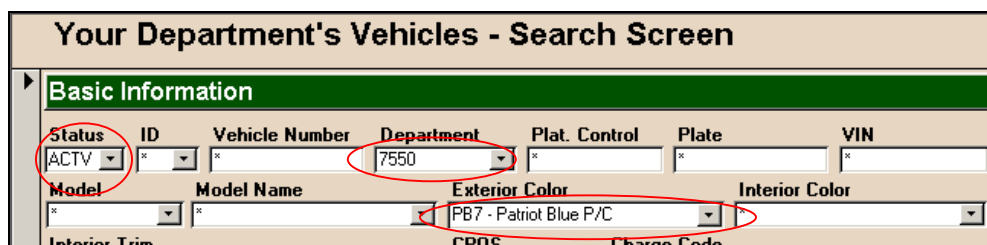
The screenshot shows the 'Powertrain Vehicle Inventory Main Menu'. On the left is an image of a fountain pen. To the right, under the heading 'Vehicle Information', there are two buttons. The top button, 'Search, Edit, and Add Your Department's Vehicles', is circled in red. Below it is a button labeled 'Search All Departments' Vehicles (View Only)'.

2. A User Validation screen will appear. Enter your user name and your password. In the example below, we've entered the user name and password that identifies us as part of Department 7550. Click OK.



The screenshot shows the 'User Validation' screen. It has two input fields: 'User Name:' with the text 'Snow' and 'Password:' with the text '\*\*\*\*\*'. There is an 'OK' button to the right of the password field.

3. The "Your Department's Vehicles – Search Screen" will appear. Select any vehicle characteristics that you want to search for using the pull-down menus or by typing them in the fields provided. In the example below, we're looking for an *active* (ACTV) vehicle that is *Patriot Blue*. Notice that the Department field reads 7550. This field's value was predetermined based on the user name and password that we entered in the previous screen. Its value is locked in and cannot be changed.



The screenshot shows the 'Your Department's Vehicles - Search Screen'. It has a 'Basic Information' section with several fields. The 'Status' field is a dropdown menu with 'ACTV' selected and is circled in red. The 'Department' field is a dropdown menu with '7550' selected and is circled in red. The 'Exterior Color' field is a dropdown menu with 'PB7 - Patriot Blue P/C' selected and is circled in red. Other fields include 'ID', 'Vehicle Number', 'Plat. Control', 'Plate', 'VIN', 'Model', 'Model Name', 'Interior Color', 'Interior Trim', 'CPIS', and 'Charge Code'. Most of these fields have a '\*' symbol next to them, indicating they are wild card characters.

**Note:** The \* is the wild card character. All fields default to it on the search screen except for the Status field. The Status field defaults to ACTV (Active). If you want to view all of the vehicles assigned to your department, put an \* in all fields.


4. Click the Search button. The Vehicle Information screen will appear. All vehicles that match the department and the criteria that you selected in the log in and in search screen will be available for browsing. Browse through the matching records using the first four arrows Record Navigator bar at the bottom of the screen. (The final arrow with an asterisk will create a new record).



The screenshot shows the 'Record Navigator' bar. It has a 'Record:' label followed by four arrows: a double left arrow, a single left arrow, a single right arrow, and a double right arrow. The number '3' is displayed in the middle. To the right of the arrows is a button with an asterisk '\*' and the text 'of 3'.

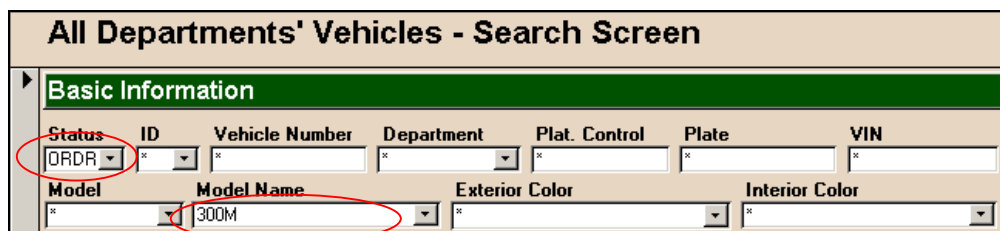
## Finding Vehicles Assigned to Any Department

1. From the Main Menu, select "Search All Department's Vehicles (View Only)."



The screenshot shows the 'Powertrain Vehicle Inventory Main Menu'. It features a green header bar with the title. Below the header, there is a 'Vehicle Information' section. On the left, there is an image of a fountain pen. To the right of the image, there are two buttons: 'Search, Edit, and Add Your Department's Vehicles' and 'Search All Departments' Vehicles (View Only)'. The second button is circled in red.

2. The All Departments' Vehicles – Search Screen will appear. Select any vehicle characteristics that you want to search for using the pull-down menus. In the example below, we're looking for a 300M on order (ORDR).

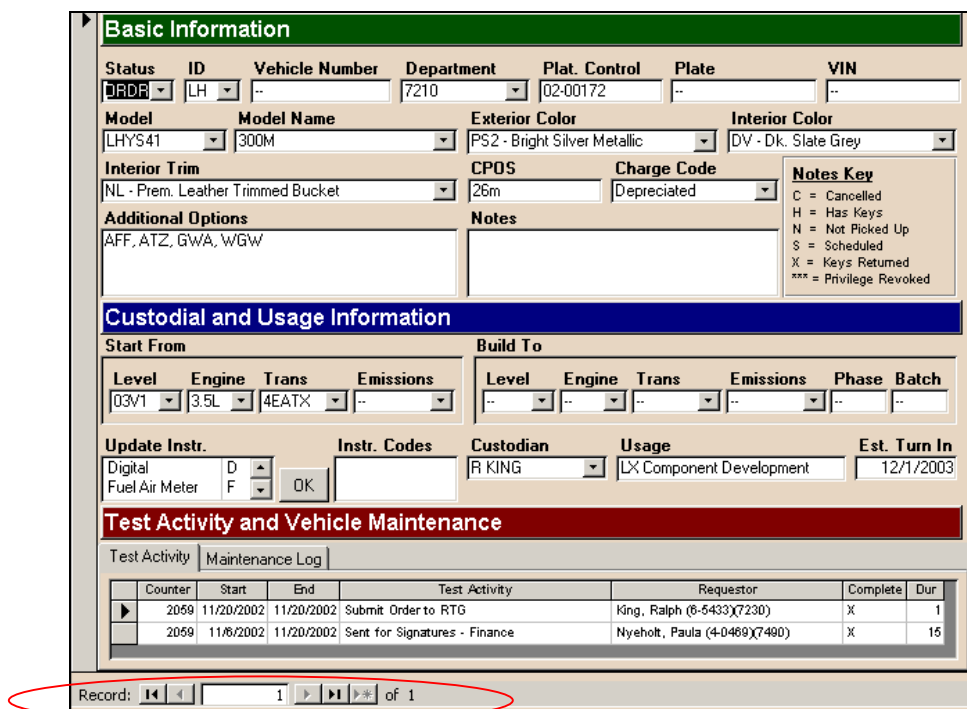


The screenshot shows the 'All Departments' Vehicles - Search Screen'. It has a green header bar with the title. Below the header, there is a 'Basic Information' section. This section contains several fields with pull-down menus: Status (set to ORDR), ID, Vehicle Number, Department, Plat. Control, Plate, VIN, Model (set to 300M), Model Name, Exterior Color, and Interior Color. The Status and Model fields are circled in red.

**Note:** The \* is the wild card character. All fields default to it on the search screen, except for the Status field. The Status field defaults to ACTV (Active).

3. Click the Search button at the bottom of the screen.

The Vehicle Information screen will appear. All vehicles that match your search criteria will be available. In this example, only one vehicle matches our criteria as shown in the Record Navigator. If there were more than one record that matched, we could browse through them using the first four arrows on the Record Navigator.



The screenshot shows the 'Vehicle Information' screen. It has a green header bar with the title. Below the header, there is a 'Basic Information' section. This section contains several fields with pull-down menus: Status (set to ORDR), ID (set to LH), Vehicle Number (set to 7210), Department (set to 02-00172), Plat. Control, Plate, VIN, Model (set to LHYS41), Model Name (set to 300M), Exterior Color (set to PS2 - Bright Silver Metallic), Interior Color (set to DV - Dk. Slate Grey), Interior Trim (set to NL - Prem. Leather Trimmed Bucket), CPQS (set to 26m), Charge Code (set to Depreciated), and Notes Key. The Status and Model fields are circled in red.

Below the 'Basic Information' section, there is a 'Custodial and Usage Information' section. This section contains several fields with pull-down menus: Start From (set to 03V1), Engine (set to 3.5L), Trans (set to 4EATX), Emissions (set to --), Build To (set to --), Level (set to --), Engine (set to --), Trans (set to --), Emissions (set to --), Phase (set to --), Batch (set to --), Update Instr. (set to Digital Fuel Air Meter), Instr. Codes (set to D), Custodian (set to R KING), Usage (set to LX Component Development), and Est. Turn In (set to 12/1/2003).

Below the 'Custodial and Usage Information' section, there is a 'Test Activity and Vehicle Maintenance' section. This section contains a table with the following data:

Counter	Start	End	Test Activity	Requestor	Complete	Dur
2059	11/20/2002	11/20/2002	Submit Order to RTG	King, Ralph (6-5433)(7230)	X	1
2059	11/8/2002	11/20/2002	Sent for Signatures - Finance	Nyeholt, Paula (4-0469)(7490)	X	15

At the bottom of the screen, there is a 'Record Navigator' section. It contains a 'Record:' label, a set of navigation arrows, and the text '1 of 1'. The 'Record:' label and the navigation arrows are circled in red.

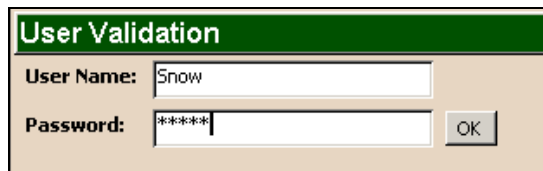
### Adding Vehicle Information

1. From the Main Menu, select "Search, Edit, and Add My Dept's Vehicles."



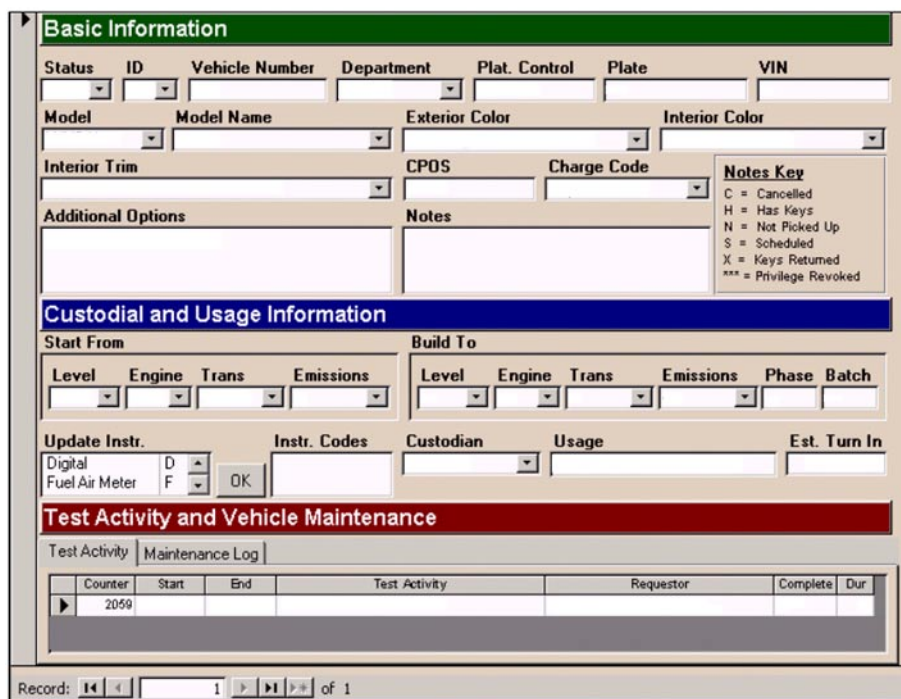
The screenshot shows the 'Powertrain Vehicle Inventory Main Menu'. On the left is an image of a fountain pen. To the right, under the heading 'Vehicle Information', there are two buttons: 'Search, Edit, and Add Your Department's Vehicles' (which is circled in red) and 'Search All Departments' Vehicles (View Only)'.

2. A User Validation screen will appear. Enter your user name and your password. Click OK.



The screenshot shows the 'User Validation' screen. It has two input fields: 'User Name:' with the text 'Snow' and 'Password:' with '\*\*\*\*\*'. There is an 'OK' button to the right of the password field.

3. A blank Vehicle Information form will appear. Fill out all the fields.



The screenshot shows a blank 'Vehicle Information' form. It is divided into several sections:

- Basic Information:** Includes fields for Status, ID, Vehicle Number, Department, Plat. Control, Plate, and VIN. Below these are Model, Model Name, Exterior Color, Interior Color, Interior Trim, CPDS, Charge Code, Additional Options, and Notes. A 'Notes Key' is provided on the right: C = Cancelled, H = Has Keys, N = Not Picked Up, S = Scheduled, X = Keys Returned, \*\*\* = Privilege Revoked.
- Custodial and Usage Information:** Includes 'Start From' and 'Build To' sections with dropdowns for Level, Engine, Trans, Emissions, Phase, and Batch. Below these are 'Update Instr.' (Digital/Fuel Air Meter), 'Instr. Codes' (D/F), 'Custodian', 'Usage', and 'Est. Turn In'.
- Test Activity and Vehicle Maintenance:** Includes a 'Test Activity' tab and a 'Maintenance Log' table. The table has columns: Counter, Start, End, Test Activity, Requestor, Complete, and Dur. The first row shows Counter 2059.

At the bottom, there is a 'Record:' field showing '1' of 1.

## Editing Vehicle Information

1. From the Main Menu, select "Search, Edit, and Add Your Dept's Vehicles."

**Powertrain Vehicle Inventory Main Menu**

**Vehicle Information**

**Search, Edit, and Add Your Department's Vehicles**

Search All Departments' Vehicles (View Only)

2. Enter your user name and your password. Click OK.

**User Validation**

User Name:

Password:

OK

3. A search screen will appear. Select any vehicle characteristics that you want to search for using the pull-down menus or by typing in the appropriate text fields. In the example below, we're looking for an *Active (ACTV)* vehicle that is *Patriot Blue*.

**Your Department's Vehicles - Search Screen**

**Basic Information**

Status	ID	Vehicle Number	Department	Plat. Control	Plate	VIN
ACTV	*	*	7550	*	*	*
Model	Model Name	Exterior Color	Interior Color	Interior Trim	CPNS	Charge Code
*	*	PB7 - Patriot Blue P/C	*	*	*	*

**Note:** The \* is the wild card character and all fields default to it on the search screen except for the Status field. The Status field defaults to ACTV (Active).

4. Click the Search button. The Vehicle Information screen will appear. All vehicles that match the department and the criteria that you selected in the log in and in search screen will be available for browsing.
5. Browse through the records using the first four arrows Record Navigator bar at the bottom of the screen. (The final arrow with an asterisk will create a new record).

Record:      of 3

6. When you've found the record that you want to edit, click the Edit Record button at the bottom of the screen.

**Test Activity and Vehicle Maintenance**

Test Activity Maintenance Log

Counter	Start	End	Test Activity	Requestor	Complete	Dur
1171	11/22/2001	3/1/2002	Transmission Development	Rocheleau, Tim (6-4813X7530)	H	100
1171	11/21/2001	11/21/2001	Transferred Vehicle to PowerTrain D7550	Rocheleau, Tim (6-4813X7530)	X	1
1171	5/2/2001	11/20/2001	Synthesis Development	Neff, Gary (733-4210X1850)	X	203
1171	5/1/2001	5/1/2001	Received Vehicle	Neff, Gary (733-4210X1850)	X	1
1171	1/2/2001	5/1/2001	Vehicle Ordered - #M0214703	RTG (6-0351)	X	120

**Edit Record**

7. When finished editing, click the Return to All Records button at the bottom right corner of the editing screen.

### Vehicle Information Reports

The following reports are available.

- Dept Vehicle Quota Report
- Dept Vehicles Due within # Days
- Dept Overdue Vehicles

#### *Dept Vehicle Quota Report*

This report lists the following for the selected department(s): Plate, VIN, Vehicle Number, Phase, Engine Transmission, Start Date, End Date, Test Activity, Custodian, Requestor, and whether the vehicle is Expensed, Depreciated, or International.

#### *Dept Vehicles Due within # Days*

This report lists all of the vehicles assigned to the selected department(s) due within the selected number of days.

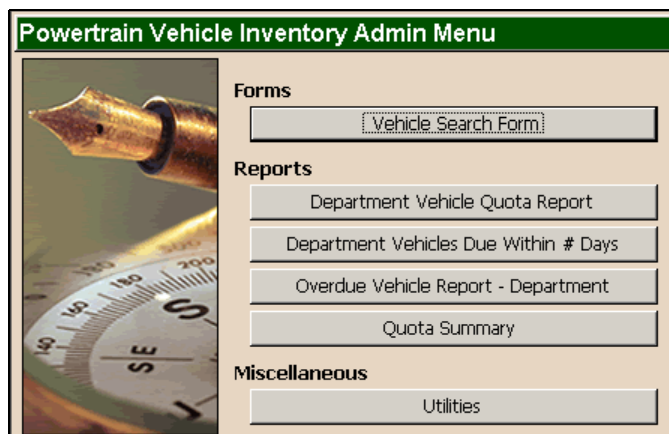
#### *Dept Overdue Vehicles*

This report lists all of the vehicles that are overdue for the selected department(s).

### Admin Operations

Admin Operations are carried out via the Admin Menu, which is accessible from both the Main Menu and the Navigation toolbar at the top of each screen.

The Admin Menu is password protected, and only users with Admin rights may access it.



### Vehicle Search Form

This form allows the Admin to search for, view, and edit any vehicle record in the database regardless of which department the vehicle record is assigned to. Regular users may only edit vehicles assigned to their own department.

### Reports

All standard reports are available from the Admin Menu.

An additional report, the Quota Summary Report is also available. The Quota Summary report contains the following for all vehicles in the database: Status, Department, Vehicle Number, Plate, Model, VIN, Charge Code, Start Date, End Date, Test Activity, and Custodian.



### Utilities

#### *Drop-Down Menu Management*

The Utility menu allows the admin to adjust the options for the various drop-down menus in the database. These menus include:

- Departments
- Emissions
- Engines
- Exterior Colors
- ID Codes
- Instrumentation
- Interior Colors
- Interior Trims
- Models
- Model Names
- Program Levels
- Test Activities
- Transmissions

#### *User Management*

Clicking the Users and Passwords will open the User table. Here the Database Administrator may perform the following functions:

- Add Users
- Delete Users
- Change Users' Passwords
- Change Users' Department Numbers
- Change Users' Permission Levels

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